



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: INFORMATION TECHNOLOGY INTERN

FUNCTION:

Help out in the Information Technology department, with both the hardware and software sides. Included in the position will be “helpdesk” functions with the various fairgrounds and fair staffing.

TASKS:

1. Answer calls (phone and/or email) requesting technology help and troubleshooting/resolving end user problems
2. Track requests and updates in database
3. Preparation and delivery of computers to Fair personnel
4. Download and apply software updates
5. Research and write up technology related items
6. Assist with network cabling
7. Assist in other duties as assigned by Director of Administration

JOB REQUIREMENTS:

1. Basic PC knowledge
2. Knowledge of Microsoft Office programs (Word, Excel, Outlook)
3. Basic PC troubleshooting skills
4. Basic network concepts
5. Good written and oral communication
6. Ability to multi-task
7. Ability to lift and carry 45 lbs